

HARBOROUGH MAGNA VILLAGE HALL

Privacy Notice

1. Introduction.

This notice explains how Old School Community Rooms (Charity No.1185789) uses and protects the personal information that it holds about individuals who hire the Harborough Magna Village Hall (HMHVH).

OSCR is the 'controller' for the purposes of the data protection laws. The data protection laws are set out in the Data Protection Act 2018.

2. What is personal information?

Personal information broadly means information that identifies, or which could, with other information that we hold or are likely to hold, a living individual.

This includes any information provided to us in relation to an individuals' or groups' hiring of the Harborough Magna Village Hall.

3. What types of personal information might we hold about you?

We will collect and process the information that you provide via on-line contact forms, correspondence, telephone conversations, email or any other contact you deem relevant to your booking or booking enquiry.

We may hold and process any or all of the following personal information about you: name, gender, age, date of birth and contact details including, where appropriate, your address and postcode, email address and telephone numbers.

4. Why do we hold this information?

We hold this information for administration purposes. Without your personal information, we cannot provide you with the information we may need.

5. Using your information in accordance with data protection laws

Data protection law requires that we meet certain conditions before we are allowed to use your data in the manner described in this privacy notice.

In relation to personal data which is not classed as either 'sensitive' or within the scope of 'special categories' under the data protection law, we will rely on a condition known as 'legitimate interests' in order to process your personal data for the purposes specified above. It is in our legitimate interests to collect and process your personal data as it provides us with the information that we need to administer and manage bookings for the HMVH.

We will always ensure that we keep the amount of data collected and the extent of any processing to the absolute minimum to meet this legitimate interest.

In relation to 'sensitive' or 'special categories' of personal data under the data protection law (e.g. information about your health), we will only process such data where you have explicitly consented (which may be withdrawn by you on written notice) or where there is an alternative legal basis for processing this information under data protection law.

6. What do we do with the information?

We may use your personal information for a number of purposes, including the following:

- for administration activities in managing bookings for HMVH;
- to carry out our obligations arising from any agreement that we have with, (or concerning) you, and to provide you with the information, benefits and services that you request from us;
- to notify you about services provided to members of the HMVH and any changes to those services;
- for statistical, financial modelling and reference purposes;
- for internal record keeping;
- risk management, including the insurance of longevity risks and related demographic risk;
- complying with our legal obligations, any relevant industry or professional rules and regulations or any applicable voluntary codes;
- complying with demands or requests made by any relevant regulators, government departments and law enforcement authorities or in connection with any disputes or litigation;

7. How long do we keep your information for?

We will hold your personal information on our systems for as long as we require the information.

8. Who do we share the information with?

We share your information between the Bookings Secretary and the trustees of OSCR (Charity No.1185789).

Where it is required, OSCR may also share your information with:

- the HMVH service providers, professional advisers and auditors;
- regulators, government departments, law enforcement authorities, and insurance companies;
- any relevant ombudsman, dispute resolution body or the courts;
- some of these entities may also be data controllers under the data protection law

In certain circumstances you have the right to: have your data deleted or removed; to restrict the processing of your data; data portability (namely to obtain and reuse your data for your own purposes across different services);

to object to direct marketing; not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you; and to claim compensation for damages caused by a breach of data protection law.

If you wish to exercise any of these rights, please contact OSCR.

9. Any complaints?

If you are not happy with the way in which your personal information is held or processed by OSCR you have the right to complain about data protection matters to the Information Commissioner's Office (ICO).

10. Changes to this privacy notice

This privacy notice is current as at August 2020.

We keep our privacy notice under regular review, and may change it at any time. We will tell you about any significant changes.

11. Where we store your personal data

The data that we collect from you will be stored inside the European Economic Area (EEA).

However, if you live or work outside of the EEA, we may need to transfer your personal data outside of the EEA to respond to any queries that you may have. Where this applies, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice.

12. Your rights in relation to your personal information

The accuracy of the information that we hold about you is important to us.

If any of the information that we hold is inaccurate or out of date, please let us know using the contact details set out at the end of this notice.

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, namely:

- to access your data (by way of a subject access request);
- to have your data rectified if it is inaccurate or incomplete (right to rectification);

We will respond to any request received from you within one month from the date of the request. The information will usually be provided free of charge, although in certain circumstances, we may make a small charge where entitled to do so under the Data Protection Laws.

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